



**Ravenna City Council  
Personnel Committee Meeting Minutes  
November 13, 2023**

**The public meeting was held in person in City Council Chambers.**

Council present: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Matt Harper

Also attending the meeting: Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Economic Development Director, Dennis West, Water Plant Superintendent, Amy Wilson, Tim Contant, Matt Bowery, Mark Cash, Bill Parsons, Craig Pelorenec, Tom Frarjain, Cliff Soudil, Larry Silenius, John Sferra

**The Personnel Committee Meeting was called to order at 7:19 P.M. by Chairperson, Tim Calfee**

**The first item was the Human Resource Director contract.**

Mr. Calfee explained that the professional services contract for the Human Resource Director will have no changes except for a 5.5% increase at \$5,000 which will begin in January. He stated that the contract rolls over each year and that it has done so for the last 7 years.

Mr. Huff added that the position has not received a raise in years.

Mr. Kairis noted that the HR Director is not an employee. He said that he is not opposed to the raise, but that he does not like the cost-of-living increase because she is not an employee.

Mr. Huff stated that he had discussed it with the Mayor and that they felt the cost would be much more if she was an employee because then the City would have to pay for insurance and OPERS.

- The item was moved forward.

**The second item was the Economic Development Director contract.**

Mr. Calfee stated that the item is for a 3-year contract after the City was approached by the Township for a multi-year contract instead of the 1-year contract. He explained that there will be a \$5,000 increase for the first year and then another \$5,000 increase for years two and three. Mr. Calfee stated that Ravenna Township will continue to pay their flat rate of \$15,000 per year without an increase.

Ms. Wood stated to clarify that the director will receive \$95,000 for 2024 and \$100,000 for the years 2025 and 2026.

Mr. Kairis inquired about the renewal of the MOU with the Township.  
Mr. Huff stated that he would check into that.

- The item was moved forward.

**The third item was to re-establish a Water Plant Operator position.**

Amy Wilson addressed Council to explain the need to re-establish an additional water plant operator position. She explained that there had been 10 full-time and 3 part-time positions in 2013, but then the 10<sup>th</sup> position and the 3 part-time positions were removed. Ms. Wilson stated that the EPA had concerns in August and that the plant is losing time having to call down the list to find a replacement operator to fill an absence. Ms. Wilson stated that an additional person will help to alleviate the strain of absences and burnout, it will allow for more staff overlap and it will provide greater freedom to provide opportunities for staff to learn and get additional certifications.

Mr. Calfee explained that in 2013 the number of water operators dropped from 7 to 6 and has stayed the same since. He said that coverage is needed in the plant 24 hours a day and that 29 weeks were covered with overtime in 2023.

Ms. Michael added that most people are on day shift and that the shifts need to overlap, adding that the water fund is healthy to add an additional person.

Mr. Moskun stated that if a situation or problem arises, then there should be a second person available to assist.

- The item was moved forward.

**The fourth item was to establish the appointed Finance Director qualifications.**

Mr. Calfee explained that the position was changed from elected to appointed in the 2019 Charter change and that Article IX was subsequently eliminated. He read the old Finance Director description and stated that the new language in the Charter says that Council can set the qualifications of the new appointed position. Mr. Calfee stated that he has discussed the suggestions with the HR Director and that it is up to Council to determine and approve the new qualifications.

Council discussed minimum experience requirements and flexible language was suggested to allow for the discretion of the hiring staff when deciding on an applicant.

Mr. Kairis stated that he would like to have 3 years in a finance supervisory position and a fuller job description.

Mr. Calfee stated that they can tweak the language and bring it back to Council at the next meeting.

- The item was moved forward.

**The fifth item was to discuss increasing staffing levels in the Fire Department.**

Mr. Calfee explained that the topic was discussed two years ago and that there are currently 6 firefighters per shift, for a total of 18 staff members for all 3 shifts. He stated that the call numbers are up and paramedic calls have increased.

Chief Chapple explained that in the 1980's EMS was brought on and the laws changed to increase staffing levels. He stated that the Fire Department gets about 10 calls a day and that it is the same 6 people who are running the calls. Chief Chapple stated that there is a 4-person minimum per shift and that 4 people are required per engine which would leave 2 additional firefighters left at the station.

Mr. Kluge asked about the ISO rating.

Chief Chapple stated that the department is not meeting the numbers with 4 staff members on an engine and 2 on EMS. He said that they provide aid to other municipalities and that it may take up to 40 minutes to get to a call.

Ms. Michael stated that the department could save money on overtime.

Chief Chapple stated that the proposed new hires would be paid out of the General Fund and that the cost will be offset by reducing the amount of overtime. He explained that the majority of cliental for EMS is Medicare and Medicaid.

Mr. Calfee stated that 3 new positions would cost approximately \$300,000 per year and that current overtime costs are at \$170,000. He stated that the addition of the 3 new positions does not solve the issue and that the call volume has tripled.

Local 1340 Union President, Matt Bowery, addressed Council to speak on issues in the department. He explained that the job description has changed a lot in the last three years and that there has been a breakdown in private ambulance services that has put a strain on the fire department EMS services. Mr. Bowery stated that the time it takes to get service to a call has increased and that there is no more open communication with the Ravenna Township Fire Department since they have changed dispatch services.

Mr. Moskun agreed that more personnel are needed.

Mr. Calfee stated that the Mayor will bring more information next month.

- The item was for discussion only.

There being no further business, the meeting adjourned at 8:17 P.M.

**There being no further business for discussion, the meeting adjourned at 8:17 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Tim Calfee, Chairperson  
Personnel Committee**